

NGB-ZA

MEMORANDUM FOR All State ADSW Managers

SUBJECT: Active Duty Special Work (ADSW) Tour Request – Consequence Management (CoM) Training Team Administrative NCO

1. Reference AR 135-200, chapter 6.
2. Request active duty for special work (ADSW) tour for a Sergeant, Staff Sergeant or Sergeant First Class.
 - a. Sponsor unit: National Guard Bureau, National Interagency Civil-Military Institute/Training Division.
 - b. Duty location: San Luis Obispo, CA, 93401.
 - c. Immediate supervisor: LTC Christopher M. Schnaubelt, Chief, Training Division, 805-782-6781, DSN 630-6781, NICI-TNG, PO Box 4209, San Luis Obispo, CA 93403-4209.
 - d. Tour dates: Start 1 October 2001; End 28 March 2002.
 - e. Length of tour: 179 days.
 - f. Field conditions: None.
 - g. Per-Diem: Yes.
 - h. Billeting: Government quarters are not available at this location.
 - i. OHA: Not authorized.
 - j. Rations: Not available.
 - k. Travel: Travel paid IAW Vol. 7A, JFTR.
 - l. Dependent travel authorized: No.

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m. Rental car authorized: No

n. COLA: Authorized

3. Soldier qualifications:

- a. Experience required: 71L experience required. Experience with word processing, spreadsheets, and computer-generated graphics is required.
- b. Skills/qualifications required: MS Office Suite skills required.
- c. Minimum military and civilian education required: High school diploma and BNOC required.
- d. Security clearance required: SECRET

4. Project justification:

- a. The project to be completed are the duties and tasks associated with functioning as the Consequence Management Training Team Administrative NCO which involves the preparation, planning and conduct of all CoM courses scheduled for FY 2002.
- b. There are no full-time personnel assigned (AGR or DA Civilian) to accomplish this project because the present manning authorizations for permanent full-time personnel at NICI are not yet established to perform the training mission of the MSCA Team. There are no permanently funded positions on the team.
- c. The need for this project was created by the signed charter of the Chief, National Guard Bureau to provide tuition-free training for mid- and upper-level management, professionals, civic leaders, public servants, members of the military and international students on military support to civil authorities.
- d. The project is vital to the function of this office and the ARNG for the following reasons: NICI is tasked to provide strategic, management and operational training and research for military and civilian leaders to enhance the effectiveness of joint, Federal, State and local intergovernmental and interagency cooperation and operations through the conduct of their courses.

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5. Point Of contact is CW3 Phyllis Winton, PO Box 4209, San Luis Obispo, CA 93403-4209. She can be contacted at DSN 630-6764, commercial 805-782-6764, FAX DSN 630-6782, or e-mail wintonp@nici.org.

Robert B. James, Jr.
Special Assistant to the Chief,
National Guard Bureau